



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No. Admn.17(8)/2023-Estt. -II

Dated: 25/08/2025

CIRCULAR

Inviting applications for Filling up the post of Personal Assistant at ICAR Hqrs & its Institutes

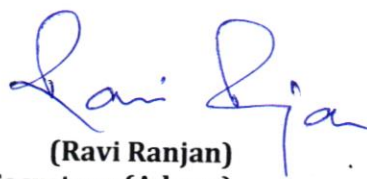
Competent authority at Indian Council of Agricultural Research (ICAR) invites applications for filling up the vacant posts of Personal Assistant on deputation basis (including short term contract) at ICAR-Hqrs. & its Institutes. Particulars and eligibility for the post are as detailed below:

Sr.No.	Name of the post	No. of posts	Scale of pay	Eligibility
1	Personal Assistant	UR-75 SC-25 ST-14 Total-114	Level-7 as per 7 th CPC (Rs. 44,900-1,42,400/-)	Officials of Stenographer Cadre of Central Government or State Government or Union Territories or Autonomous Bodies or PSUs (i) Holding the analogous posts on regular basis in parent cadre/department; or (ii) Stenographers Grade-D in the Pay Level-4 of Pay Matrix (Pre-revised PB-1, Rs. 5200-20200 with GP Rs.2400) who have completed at least ten years of regular service in the grade.

- The general terms and conditions of services at ICAR will be governed as per the Rules and Bye-laws of ICAR. The selected candidates are liable to be posted at the ICAR Institutes (list available at **Annexure-III**) subject to the availability of vacancy on the basis of first come first serve.
- The terms of deputation pay and allowances shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 61812009- Estt.(Pay II) dated 17 June 2010 and other amendments/orders/guidelines issued in this regard from time to time.
- The period of deputation shall be 2 years. However, the same can be terminated prematurely upon giving a 3-month notice from both sides.
- The total period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years.
- The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

7. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
8. The officials, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.
9. Eligible and willing candidates may apply in prescribed format-**Annexure-1** along with **Annexure-II** & enclosures mentioned therein.
10. Cadre Controlling authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection accompanying the following documents **latest by 10.09.2025**.
 - A. Attested copy of the application in prescribed proforma - **Annexure I**
 - B. Duly Filled **Annexure II**, indicating/enclosing following:
 - i. Cadre Clearance Certificate from the Controlling Authority.
 - ii. Certification that the particulars furnished by the applicant have been verified & are correct.
 - iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years
 - iv. Vigilance Clearance/Integrity Certificate.
 - v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.
11. Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. ICAR reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.
12. The Envelopes containing Complete Applications super scribed as '**Applications for the post of Personal Assistant**' may be sent to the following address **latest by 10.09.2025**.

**Director (Admn.),
ICAR, Room No 306,
Krishi Bhawan, New Delhi-110001**


**(Ravi Ranjan)
Under Secretary (Admn.)**

To

1. All Ministries/Departments of Government of India with request to widely circulate the vacancy amongst the Staff/subordinates offices/Autonomous bodes/PSUs under their control.
2. Chief Secretaries to State Governments/Administrator of UT Administration with request to widely circulate the vacancy.
3. Under Secretary, PESB, Bolck Number 14, Public Enterprises Bhawan, CGO Complex Lodhi Road, New Delhi-110003 with request to circulate the vacancy amongst all CPSEs.
4. US (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with request to upload this vacancy circular on DoPT's website.
5. Social Media & Website Management Unit, DKMA, ICAR for placing on the Council's website.
6. ICAR E-Office Notice Board for information of all in ICAR to give wide circulation to the vacancy circular.

Annexure-I**APPLICATION FOR DEPUTATION TO THE POST OF**

1. Name of Post and Location(s) applied for (More than 1 Location can also be applied for)				
2. Name of the Candidate in block letters				Paste photograph here
(Paste a self-attested photograph in the space provided)				
3. Date of Birth (DD/MM/YYYY)				
4. Date of retirement (DD/MM/YYYY)				
5. Address for Correspondence				
6. Mobile number and e-mail id				
7. Educational qualifications (Graduation level and above, including additional academic qualifications relevant to nature of the post being applied for)				
Examination passed	Year	Name of University/ Institute	Percentage of marks/CGPA	Subjects

Employment Details				
8. Name of Current Employer				
9. Present grade and date from which held				
10. Complete office address along with telephone number of the Present employer				
11. Nature of the Present Employment, whether ad-hoc, Temporary, quasi-permanent or permanent				
12. In case the present employment is held on deputation/Contract basis, please state following				
a. The date of initial appointment	b. Period of appointment/ Contract	c. Name of parent office/ organisation to which th	d. Name of the post & Pay of the post held in substantive capacity	

		e applicant below	y in the parent organisation
In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.			
13. If any post is held in deputation in the past by the applicant, then mention the date of return from the last deputation/name of organisation where deputed/name & grade of the post held on deputation.			
14. Additional details about parent department & present employer.			
Please state whether the parent department & present employer (if different from parent department) belong to which of the following category			
Parent Department		Present Employer (if different from parent department)	
I. Central Government/UT		I. Central Government/UT	
II. State Government		II. State Government	
III. Autonomous Organisation		III. Autonomous Organisation	
IV. PSU		IV. PSU	
V. Others (give details)		V. Others (give details)	
15. In case the applicant belongs to an organisation which is not following the central government pay scale, the latest salary slip issued by the organisation showing the following details may be enclosed.			
Basic pay with scale of pay & rate of increment	Dearness pay/interim relief/other allowances etc (with break up details)	Total Emoluments	

16. Details of Employment, in Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/ Institution	Post held on regular basis	From	To	Pay band and Grade pay / Pay Level *	Nature of Duties (in detail) highlighting Experience required for the post applied for

*Pay band & Grade pay/ Pay Level granted under ACP/MACP are personal to the officer & therefore, should not be mentioned. Only the pay band & Grade pay/Pay Level of the post held on Regular basis should be mentioned. Details of ACP/MACP with pay band & Grade pay where such benefits have been drawn by candidate may be indicated as below

Office/ Organisation	Pay/Pay band/Grade pay/Pay Level drawn under ACP/MACP scheme	From	To

17. Whether educational qualifications or other qualifications required for the post are satisfied.

18. Professional Training/Courses attended (Relevant to the post being applied for)

19. Details of award/ honour/ appreciation/other work experience (Relevant to the post being applied for)
20. Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient
21. Whether belongs to SC/ST/OBC/Ex Service men/PwBD/other categories

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished herein is duly supported by the documents in respect of qualifications/employment details/work experience submitted by me & will be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct & true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date

Signature of the Candidate

Name & Designation

Annexure-II

To be filled up by the cadre controlling authority

Office of.....

File No.....

Date.....

1. The applicant Shri/Smt./Ms..... if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years is being enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Telephone Number
of the forwarding officer

Annexure-III

1.	ICAR-Indian Agricultural Research Institute, New Delhi, Assam and Hazaribagh
2.	ICAR-National Dairy Research Institute, Karnal
3.	ICAR-Indian Veterinary Research Institute, Izatnagar
4.	ICAR-Central Institute on Fisheries Education, Mumbai
5.	ICAR-Central Island Agricultural Research Institute, Port Blair
6.	ICAR-Central Arid Zone Research Institute, Jodhpur
7.	ICAR-Central Avian Research Institute, Izatnagar
8.	ICAR-Central Inland Fisheries Research Institute, Barrackpore
9.	ICAR-Central Institute Brackishwater Aquaculture, Chennai
10.	ICAR-Central Institute for Research on Buffaloes, Hisar
11.	ICAR-Central Institute for Research on Goats, Makhdoom
12.	ICAR-Central Institute of Agricultural Engineering, Bhopal
13.	ICAR-Central Institute of Cotton Research, Nagpur
14.	ICAR-Central Institute of Fisheries Technology, Cochin
15.	ICAR-Central Institute of Freshwater Aquaculture, Bhubaneshwar
16.	ICAR-Central Institute of Sub Tropical Horticulture, Lucknow
17.	ICAR-Central Institute of Temperate Horticulture, Srinagar
18.	ICAR-Central Institute on Post harvest Engineering and Technology, Ludhiana
19.	ICAR-Central Marine Fisheries Research Institute, Kochi
20.	ICAR-Central Plantation Crops Research Institute, Kasargod
21.	ICAR-Central Potato Research Institute, Shimla
22.	ICAR-Central Research Institute for Jute and Allied Fibres, Barrackpore
23.	ICAR-Central Research Institute of Dryland Agriculture, Hyderabad
24.	ICAR-National Rice Research Institute, Cuttack
25.	ICAR-Central Sheep and Wool Research Institute, Avikanagar, Rajasthan
26.	ICAR- Indian Institute of Soil and Water Conservation, Dehradun
27.	ICAR-Central Soil Salinity Research Institute, Karnal
28.	ICAR-Central Tobacco Research Institute, Rajahmundry
29.	ICAR-Central Tuber Crops Research Institute, Trivandrum
30.	ICAR-ICAR Research Complex for Eastern Region, Patna
31.	ICAR-ICAR Research Complex for NEH Region, Barapani
32.	ICAR-Indian Agricultural Statistics Research Institute, New Delhi
33.	ICAR-Indian Grassland and Fodder Research Institute, Jhansi
34.	ICAR-Indian Institute of Agricultural Biotechnology, Ranchi
35.	ICAR-Indian Institute of Horticultural Research, Bengaluru
36.	ICAR-National Institute of Secondary Agriculture, Ranchi
37.	ICAR-Indian Institute of Soil Sciences, Bhopal
38.	ICAR-Indian Institute of Spices Research, Calicut
39.	ICAR-Indian Institute of Vegetable Research, Varanasi
40.	ICAR-National Academy of Agricultural Research & Management, Hyderabad
41.	ICAR-National Institute of Biotic Stresses Management, Raipur
42.	ICAR-National Institute of Abiotic Stress Management, Malegaon, Maharashtra
43.	ICAR-National Institute of Animal Nutrition and Physiology, Bengaluru
44.	ICAR-National Institute of Natural Fibre Engineering and Technology, Kolkata, Kolkata

45.	ICAR-Sugarcane Breeding Institute, Coimbatore
46.	ICAR-Vivekananda Parvatiya Krishi Anusandhan Sansthan, Almora
47.	ICAR-Central Institute for Research on Cattle, Meerut, Uttar Pradesh
48.	ICAR-National Institute of High Security Animal Diseases, Bhopal
49.	ICAR-Indian Institute of Maize Research, Ludhiana
50.	ICAR- Central Agroforestry Research Institute, Jhansi
51.	ICAR-National Institute of Agricultural Economics and Policy Research, New Delhi
52.	ICAR- Indian Institute of Wheat and Barley Research, Karnal
53.	ICAR- Indian Institute of Farming Systems Research, Modipuram
54.	ICAR- Indian Institute of Millets Research, Hyderabad
55.	ICAR- Indian Institute of Oilseeds Research, Hyderabad
56.	ICAR- Indian Institute of Oil Palm Research, Pedavegi, West Godawari
57.	ICAR- Indian Institute of Water Management, Bhubaneswar
58.	ICAR-Indian Institute of Rice Research, Hyderabad
59.	ICAR- Central Institute for Women in Agriculture, Bhubaneswar
60.	ICAR-Central Citrus Research Institute, Nagpur
61.	ICAR-Indian Institute of Seed Science, Mau
62.	ICAR-National Institute for Plant Biotechnology, New Delhi
63.	ICAR-National Research Centre for Banana, Trichi
64.	ICAR-National Research Centre for Litchi, Muzaffarpur
65.	ICAR-National Research Centre for Pomegranate, Solapur
66.	ICAR-National Research Centre on Camel, Bikaner
67.	ICAR-National Research Centre on Equines, Hisar
68.	ICAR-National Research Centre on Meat, Hyderabad
69.	ICAR-National Research Centre on Orchids, Pakyong, Sikkim
70.	ICAR-National Research Centre on Seed Spices, Ajmer
71.	ICAR-National Research Centre on Yak, West Kemang
72.	ICAR-National Centre for Integrated Pest Management, New Delhi
73.	ICAR-National Bureau of Plant Genetics Resources, New Delhi
74.	ICAR-National Bureau of Soil Survey and Land Use Planning, Nagpur
75.	ICAR-National Bureau of Animal Genetic Resources, Karnal
76.	ICAR-National Bureau of Fish Genetic Resources, Lucknow
77.	ICAR-Directorate of Groundnut Research, Junagarh
78.	ICAR-Directorate of Soybean Research, Indore
79.	ICAR-Directorate of Rapeseed & Mustard Research, Bharatpur
80.	ICAR-Directorate of Mushroom Research, Solan
81.	ICAR-Directorate on Onion and Garlic Research, Pune
82.	ICAR-Directorate of Cashew Research, Puttur
83.	ICAR-Directorate of Medicinal and Aromatic Plants Research, Anand
84.	ICAR-Directorate of Floricultural Research, Pune, Maharashtra
85.	ICAR-Directorate of Weed Research, Jabalpur
86.	ICAR-National Institute of Foot and Mouth Disease, Bhubaneswar
87.	ICAR-Directorate of Poultry Research, Hyderabad
88.	ICAR-Directorate of Cold-Water Fisheries Research, Bhimtal, Nainital
89.	Indian Institute of Pulses Research, Kanpur
90.	Central Agroforestry Research Institute, Jhansi